



VACANCY ANNOUNCEMENT

Posting #: 2024-146		Issue Date: 04/23/2024		Closing Date: 05/23/2024	
Title: Director of the Division of Vocational Rehabilitation Services (SES)		Range/Title Code: M98 / 90752 Senior Executive Service (SES)		Salary: \$151,500	
Unit Scope: Statewide Public/Private		Location: NJDOL Central Office One John Fitch Way, Trenton, NJ 08625		Workweek: NL	# Vacancies: 1

Job Description

The NJDOL is seeking an accomplished and team-oriented leader who has a strong knowledge of the field of vocational rehabilitation services, to work collaboratively with all government agencies, businesses, and the disabled community to ensure that all services rendered meet the highest quality assurance and the Rehabilitation Services Administration’s performance guidelines. The Division of Vocational Rehabilitation (DVRS) exists to assist eligible individuals with disabilities to achieve an employment outcome consistent with their strengths, priorities, needs, abilities, and capabilities. Services and programs offered through DVRS include Vocational Counseling and Guidance conducted by our DVRS counselors, diagnostic evaluations, and an array of needed adjunct services to assist DVRS consumers in obtaining or maintaining employment.

Under the direction of the Assistant Commissioner of Employment Accessibility Services (EAS) for the Department of Labor and Workforce Development (DOL), the Director will manage staff and administer operations of the Division of Vocational Rehabilitation Services to ensure the delivery of DVRS services, programs and contracts administered by the Division as well as ensure conformity with the state plan and federal and state performance and reporting. The position exists to provide leadership in meeting the mission of vocational rehabilitation while providing an exceptional customer experience through developing and maintaining a strong senior management team, overseeing daily operations, engaging employees and holding them accountable, strategically organizing and planning operations, continuously improving processes, implementing optimal technology solutions, and building and strengthening stakeholder relationships.

Essential Duties and Responsibilities include:

- Leading, coaching and managing DVRS leadership team by assisting them in the development of competencies for their programs. Competencies will focus on leadership and staff development in vocational rehabilitation, implementing performance management initiatives and continuous monitoring and enhancement of services.
- Providing oversight of operations to support the delivery of DVRS services in 18 local field offices and central administrative office;
- Providing oversight of programs and contracts administered by the Division;
- Directing the preparation and analysis of all budgetary data for the Division for a combined state and federal annual budget. Help to develop and review annual budgets with continuous monitoring during the fiscal year.
- Leading the performance reporting to ensure compliance with federal regulations as well as the development and implementation of the state plan and Division strategic plan.
- Working closely with federal, state agencies and partners to promote and enhance DVRS related services and promote continuous quality improvement efforts throughout the Division.

- Overseeing and monitoring all personnel matters, performance, and professional development for DVRS staff. As well as, directly supervising Division leaders.
- Establishing and implementing policies within the Division to ensure compliance with federal and state guidance and regulations.
- Monitoring current national laws, rules, and regulations that may impact vocational rehabilitation programs. Prepare clear, sound, accurate, and informative reports containing findings, conclusions, and policy recommendations.
- Representing the Division of Vocational Rehabilitation on various interagency committees, task forces, conferences, and meetings and establishes and maintains cooperative working relationships with other agencies interested or involved in the work of DVRS.

Essential knowledge, skills and abilities include:

- Experience in applying the demonstrated commitment to core tenets of vocational rehabilitation as outlined by the Rehabilitation Act of 1973 and as amended by Title IV of Workforce Innovation Opportunity Act.
- Leading managerial/supervisory teams and operational staff successfully to meet overall goals.
- Paying attention to detail and demonstrating effective verbal and written communication skills.
- Directing the development of budgets and staffing plans for the Division.
- Applying problem solving/decision-making skills, independent thinking, and sound judgement.
- Applying data analysis to evaluate service delivery, program outcomes and strategic plans.
- Assessing training needs and establishing administrative guidelines for conducting training within DVRS.
- Developing proposals and plans for strategic change.
- Develop communications plans and meeting schedules and agendas to regularly inform parties and seek input.
- Working in a fast-paced environment and exhibiting adaptability to changing conditions.
- Asserting oneself and drawing boundaries that require business etiquette and a customer service approach.

Employee Benefit(s)

The Department of Labor and Workforce Development (DOL) provides many employee benefits to acknowledge, and value, their contribution. Statewide benefits include:

- | | |
|--|---|
| • Alternate Work Week* | • Telework* |
| • Deferred Compensation | • 100% Tuition Reimbursement* |
| • Health and Life Insurance | • Flexible and Health Spending Accounts (FSA)/(HSA) |
| • Public Service Loan Forgiveness (PSLF) | • Temporary Expanded PSLF (TEPSLF) Programs |

**Pursuant to the Department's policy, procedures and/or guidelines.*

Civil Service Commission Requirements (Education/Experience/Licenses)

Open to candidates who meet the requirements below:

EDUCATION:

A bachelor's degree from an accredited college or university is expected. An advanced degree in management, administration, or other areas related to the position would be helpful.

Five (5) years of supervisory/managerial experience and a variety of management experiences and organizational responsibilities would be helpful.

Successful completion of the Certified Public Managers (CPM) Program will be a factor in selection. Participating in any portion of the CPM program or related programs would be helpful.

Evidence of major professional accomplishments is required, as is demonstrated ability in communication and leadership skills.

Demonstrated managerial skills, including such factors as inter-personal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial, or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required.

Specific requirements may be waived by the Chair of the Civil Service Commission with sufficient justification.

RESUME NOTE: Eligibility determinations will be based only upon information presented on the resume along with other supporting documents. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of the transcripts from a recognized evaluation service at the time of submission. Failure to do so may result in your ineligibility.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC at (833) 691-0404.

TO APPLY

If you qualify, **please submit a letter of interest and your resume (including the best contact number and email address)** to email address listed below. Your submission **must** be received by the closing date and include the job posting number.

EMAIL:

Human Capital Strategies
Recruitment Unit

LWDJobPostings@dol.nj.gov

Subject line must include the specified job posting number.

This is not a promotional announcement for a Civil Service Examination.

This posting may result in personnel actions which will require final approval by the Department of Labor and Workforce Development and the Civil Service Commission in accordance with Civil Service Commission rules and regulations.

**This job posting is authorized by the Department of Labor and Workforce Development,
Division of Human Capital Strategies.**

- Newly hired employees must agree to a thorough background check that may include fingerprinting.
- Any appointments made from postings, which involve movement between unit scopes, may result in a forfeiture of rights to any promotional list in a former unit scope.
- As of September 2010, in accordance with N.J.S.A. 52:14-7, the "New Jersey First Act," all new employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey, or to secure an exemption.

- Work Authorization: Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOL does not provide sponsorship or accept student OPT/CPT programs, F1 or H1B work authorization visas.

The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

New Jersey Department of Labor and Workforce Development
PERSONAL RELATIONSHIPS DISCLOSURE STATEMENT

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of Labor and Workforce Development (NJ DOL) requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No NJ DOL employee may supervise or exercise any authority with regard to personnel actions involving their relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual's spouse/domestic partner/civil union partner¹ or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

The New Jersey Department of Labor and Workforce Development requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Human Capital Strategies (HCS), Director's Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with NJ DOL's Equal Employment Opportunity Office and/or the NJ DOL Ethics Office as deemed necessary. Upon receiving notice of the relationship, HCS may address any situation as necessary in consultation with the EEO Office and/or the Ethics Officer. This may include, but is not limited to, the changing of reporting relationships or transferring any of the employees involved. Failure to provide notification to HCS may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

I DO NOT have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development.

I DO have a relative or a consensual personal relationship, as defined above, with anyone working for the New Jersey Department of Labor and Workforce Development identified as follows:

Name	Relationship	Division and Work Location

Do you need more space for disclosure? Yes No **If YES, continue writing on the back of this form.**

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact, may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during the course of my employment.

Applicant/Employee's Name (Print) _____

Applicant/Employee's Signature _____

Date _____

¹ Domestic Partner as defined in NJSA 26:8A-1 et. seq. and Civil Union status as defined in NJSA 37:1-28 et. seq.